

To View your Advisees in Navigate

1. Select the **Advanced Search** tool (looks like a magnifying glass) in the tool bar found along the left side.

2. Select **Assigned To**.

New Search

Saved Searches ▾

Keywords (First Name, Last Name, E-mail, Student ID)?

Type?

Student Information First Name, Last Name, Student ID, Tag, Student List

Enrollment History Enrollment Terms

Area of Study College/School, Degree, Concentration, Major

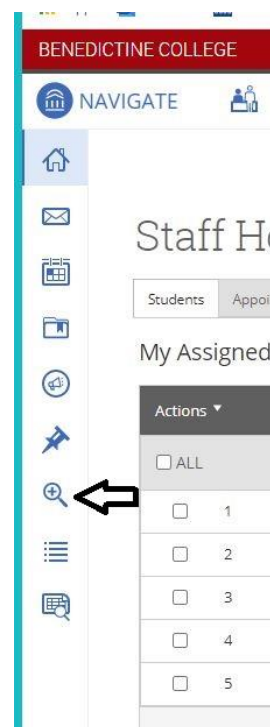
Term Data Classification, Section Tag, Term GPA

Performance Data GPA, Hours, Credits

Course Data Course, Section, Status

Assigned To ←

Success Indicators Success Markers



3. Enter your type of relationship using the pull-down menu. This is probably going to be “Faculty Advisor”

Course Data Course, Section, Status

Assigned To

Student has relationship

Faculty Advisor

Staff

All

+ More Assignments

- Enter your name. You can scroll through the names or start typing your name to find it. Click **Search**.

Assigned To

Student has relationship
Faculty Advisor

+ More Assignments

Staff

x Herndon, Linda

Success Indicators

Success Markers

Search

☐ At-Risk Students Only
☐ Include Inactive

- This gives you a list of your advisees as shown here (with advisees' names erased for FERPA reasons).

Search

Unsaved Student Search

[Save](#)

Saved Searches ▾

Standard User Type: Students
Assigned To Faculty Advisor
My Students Only

Search

[Modify Search](#)

Actions ▾

<input type="checkbox"/> ALL	NAME	ID	STUDENT LIST	CUMULATIVE GPA ↕	MAJOR	CLASSIFICATION
<input type="checkbox"/> 1				2.20	Undeclared	Junior
<input type="checkbox"/> 2				3.21	Economics	Senior
<input type="checkbox"/> 3				3.93	Economics	Senior
<input type="checkbox"/> 4				3.86	Economics	Senior
<input type="checkbox"/> 5				3.62	Economics	Senior